



Meeting of the Standards Committee held at 0830 in College on 15 January 2020

Present	Ali Abdi	Adeshola Onakoya	Steve Blackshaw
	Martin Buck (Chair)	Kevin Watson (Principal)	
In Attendance		Ralph Devereux (Clerk)	Mohanned Khabbazah (VPCQ)
	Steven Lafferty (Science)(Item 35/29 only)	Kishan Pithia (VPSS)	Simon Tracey (Humanities)(Item 35/29 only)
Apologies	Annie Gammon		

The Chair welcomed all to the first meeting of 2020 and in particular, Adeshola Onakoya, the recently elected support staff Member to his first Committee meeting. He explained that some items would be taken out of agenda order to accommodate time restrictions on teaching staff.

### **32/19 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS & MEMBERSHIP**

No notice had been received of any member becoming ineligible to hold office. The apology was received, the meeting was quorate and no interests had been declared.

**The information was received.**

**Steven Lafferty and Simon Tracey joined the meeting in turn.**

### **33/19 MIDDLE LEADERS**

Presentations were received in turn, from the Head of Science (Steven Lafferty) and Humanities (Simon Tracey); their 30-minute verbal presentations, supplemented by Self-Assessment Reports (SAR)) led into lively and interactive exchanges on each area.

a. Science. Steven joined the meeting and explained that the Department had recovered from the poor performance, particularly Chemistry in 2018 and the improved academic and vocational results together with active organisational and management changes had stimulated a justified optimistic outlook; the associated more positive staff attitude had been reciprocated in student response, which showed an emerging understanding that independent learning commitment led to grade improvement. Consequently, the results from the mock examinations to be held shortly were actively anticipated. An extremely experienced and able candidate had temporarily filled the vacant Chemistry teaching post and a permanent replacement was being actively sought. Closer attention to University entrance qualification requirements was being actively provided and the success of the firmer approach to attendance was evidenced in daily numbers. Teachers routinely mutually observed colleagues, shared information regarding best practice, student grade predictions and the general way forward both inter and cross Departmental, particularly the Maths Department where close proximity reinforced the opportunities. Imaginative initiatives included the introduction of bilingual information for appropriate students. The report was buoyant and key points identified, were future BTEC performance and progress to L3. The Chair thanked Steven for his presentation and explained that he would be able to update the Committee before the end of the academic year and Steven left the meeting.  
**(Action 1a)**

b. Humanities. The 2019/20 SAR was circulated to supplement the 2017/8 version circulated with the Committee papers. Simon joined the meeting and updated on current issues in the Humanities Department. The Department was actively seeking to build on the impressive

performance from last year, which had seen a commendable increase to an overall pass rate of 89%, up from 65% the previous year. “Why had that happened?” It had been generated by positive moves to prompt such a result including, but not limited to firmer predictions facilitating informed individual attention to students, key assessments, more frequent mock examinations, closer focus on individual poor attenders (still weak) and the prioritised targeting of scarce resources. The overall success had resulted from these incremental integrated elements which had consolidated into the whole. The approach would continue with improved focus on predictions, some of which were subject to individual teachers naturally pessimistic tendencies, together with the value of student independent learning and the value of the IAP. Simon had undertaken CPD focusing of metacognition and associates matters. The curriculum offer had been rationalised with less successful subject removed, easing pressure. English and Maths (EAM) was well embedded and an example lesson was explained, numeracy was less successful than English. The Department, both teachers and students, were upbeat and anticipating a sound outcome building on last year’s foundation. The Chair thanked Simon for his optimistic but non-complacent presentation and explained that he would be invited back later in the year; Simon then left the meeting. **(Action 1b)**

- c. The presentations were then generally discussed, since the reorganisation and associated fall in staff numbers, there had been a necessary reduction in all teachers’, including Leaders’, remission and an increase in class sizes; these two positive reports should be considered in the light of that additional workload. Leadership of both departments was maturing and appeared to be meeting the challenges.
  - a. **The information was received.**
  - b. **Actions had been identified.** (Register at 39/19)

#### 34/19 MINUTES OF THE LAST MEETING

The minutes of the last meeting (21.11.19) were confirmed for electronic signature, Clerk to action. **(Action 2)**

- a. **The information was received.**
- b. **Actions had been identified.** (Register at 39/19)

#### 35/19 MATTERS ARISING AND NOTIFICATION OF URGENT BUSINESS

a. Matters Arising. There were no matters arising.

b. Actions from the previous meeting.

See referenced minute for full detail.		Status
<b>Action 1</b>	23/19. Last minutes to be amended.	<b>completed</b>
<b>Action 2</b>	23/19. Amended minutes (25.09.19) confirmed for signature.	
<b>Action 3</b>	26/19. SAR/CAR templates to next meeting.	<b>completed 33/19</b>
<b>Action 4</b>	26/29. Good and poor departmental inputs to next meeting.	
<b>Action 5</b>	26/29. Consider SAR process as item for Awayday.	<b>progressing</b>
<b>Action 6</b>	27/19. Safeguarding visit tth on 15.01.20.	<b>set</b>
<b>Action 7</b>	28/19. Awayday presentation to be circulated to Members.	<b>completed</b>

- c. re Action 3&4. It was agreed that the current SAR appropriate to the presenting Middle Leader to the Committee would be included in the meeting papers. **(Action 3)**
- d. There were no requests for urgent business.
  - a. **The information was received.**
  - b. **Actions had been identified.** (Register at 39/19)

#### 36/19 INFORMATION REPORTS

a. Attendance. Attendance performance had been tabulated as an overall consideration for the previous three, and the current, academic years and also by RAG rated subject based detail; these were considered. For 2019/20 the information was not good, at overall 81% (excluding EAM) for December 2019, which represented the lowest (Dec) recorded in the table. The performance was discussed; there were mitigating circumstances (reorganisation, bigger

class sizes, recruitment focus) but it was true that management focus had been diverted with recruitment the primary concern. The poorest performing area, Health and Social Care (HSC) was considered at some length. 22 pupils were below 30% overall attendance which was clearly unacceptable. Cross-college 180 students had been given formal warning letters at the end of last term; direct and close attention would now be given to the attendance issue and reported to the next meeting. **(Action 4)**

- b. Retention. Retention had been tabulated for the last 3 years by A Level and Vocational provision with overall Achievement and Retention in the shaded columns; a further table compared Dec 2019 with Jan 2020 and these numbers were discussed. Overall retention for 2019-20 (Snapshot) in Table 2 showed a commendable 97%, which was welcomed. Planned changes for A Levels would increase motivation for students to complete their courses. This issue would be further considered at the next meeting. **(Action 5)**

Discussion was had as to the college prioritising retention (thereby optimising funding) ahead of attendance. The balance would now shift with those students who had failed to heed previous warnings as to their attendance and commitment potentially losing their college places. It was accepted that attempting to keep a balance between retention, attendance and finance is a considerable challenge for BSix.

- c. Recruitment. Recruitment was a good news area and the current numbers had been tabulated. Continuing enrolment through the last term, now completed, had provided an increase on roll from 929 to 957 however there had been since then a further 23 enrolments and the current total stood at 980. Processes for late enrolments for “catch up” studies were explained and welcomed. An updated table showing applications for the months Oct/Nov/Dec since 2017 was circulated and considered; Members took comfort that applications to date stood at 460 (2019-270); the numbers would be considered at the March meeting to inform early stages of the 2020/21 Curriculum Plan. **(Action 6)**
- d. Student Voice. Detail from the Autumn Term Student Voice Forum was considered and discussed, the termly meetings would prove a useful and informative source of a wide range of freely discussed matters. Of particular note from this meeting was use of the LRC by students as a social space, which degraded the value as a study centre, which was often in use until 1900. The planned creation of a social/refreshment area in the soon to be redundant Principal ship accommodation would resolve that situation.

- a. **The information was received.**
- b. **Actions had been identified. (Register at 39/19)**

### 37/19 URGENT BUSINESS

There had been no urgent business requested.

### 38/19 NEXT MEETING

The agenda for the next meeting tbh at 0830 on 26 February 2020 would include: **(Action 7)**

- a. Middle Leaders' presentations from the Business/IT and the English Departments;
- b. Attendance update;
- c. Retention update;
- d. Mock exam detail as available; and
- e. Tutorials

### 39/19 ACTIONS REGISTER

See referenced minute for full detail.		Resp	Date
<b>Action 1a&amp;1b</b>	33/19. SL & ST to re-present before year end.	VPCQ	asap
<b>Action 2</b>	34/19. Last Minutes (21.11.19) confirmed for signature.	Clerk	wie
<b>Action 3</b>	35/19c. Middle Leaders presentations to include Department SAR.	VPCQ	
<b>Action 4</b>	36/19a. Attendance detail to next meeting.	VPSS	28.02.20
<b>Action 5</b>	36/19b. Retention detail to next meeting.		26.03.20
<b>Action 6</b>	36/19c. Recruitment detail to March meeting.		28.02.20
<b>Action 7</b>	38/19. Agenda items identified.	Clerk	28.02.20



# StandardsMins15.1.20RDKW

Final Audit Report

2020-03-02

Created:	2020-03-02
By:	Ralph Devereux (office.mpe@btconnect.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjS94U-TbwoFLYZI6kjfAUoWsVMJUiOjW

## "StandardsMins15.1.20RDKW" History

-  Document created by Ralph Devereux (office.mpe@btconnect.com)  
2020-03-02 - 10:22:25 AM GMT- IP address: 86.181.199.143
-  Document emailed to Ralph Devereux(Clerk) for Martin Buck (Chair)) (clerk.mpe@btconnect.com) for signature  
2020-03-02 - 10:22:39 AM GMT
-  Email viewed by Ralph Devereux(Clerk) for Martin Buck (Chair)) (clerk.mpe@btconnect.com)  
2020-03-02 - 11:20:08 AM GMT- IP address: 94.119.64.19
-  Document e-signed by Ralph Devereux(Clerk) for Martin Buck (Chair)) (clerk.mpe@btconnect.com)  
Signature Date: 2020-03-02 - 11:21:01 AM GMT - Time Source: server- IP address: 94.119.64.3
-  Signed document emailed to Ralph Devereux (office.mpe@btconnect.com) and Ralph Devereux(Clerk) for Martin Buck (Chair)) (clerk.mpe@btconnect.com)  
2020-03-02 - 11:21:01 AM GMT